

Devon Guild of Craftsmen

Volunteer Role Profile

Title of role	Digital Media Assistant
Location	Devon Guild of Craftsmen Riverside Mill, Bovey Tracey, Devon TQ13 9AF and outside of building with staff occasionally
Reporting to	Marketing Officer/Marketing Assistant
Hours/days	½ - 1 day per week – either Thursday or Friday only

What work will I be doing as a volunteer ?

- Maintaining the Devon Guild facebook / twitter / Tripadvisor / Flickr pages
- Adding images and text to generate interest, expand networks & webtraffic
- Work with other staff to generate stories & document events of interest
- Encourage & respond to Tripadvisor reviews to improve our profile

What experience, skills, interests or attributes will I need to do this volunteer role?

- Excellent computer skills
- Familiar with social media
- Familiarity with digital cameras
- Excellent attention to detail
- Good communication skills
- Reliability

What can Devon Guild of Craftsmen offer me as a volunteer?

- Training and support in this role
- The opportunity to gain experience in digital marketing in the arts
- An insight into most aspects of the organisation and the chance to work closely with staff
- References (after 3 months' probationary period)
- The opportunity to work at the heart of your community
- The chance to join/participate in the Guild's aim to offer opportunities for everyone to be inspired by and learn about contemporary craft